

Subject: Confirmation of Your EFT Automatic Payment Plan Renewal

Dear [Customer Name],

This letter confirms that your Electronic Funds Transfer (EFT) automatic payment plan for account number [Account Number] has been successfully renewed.

Your payments will continue to be automatically withdrawn from your designated bank account on your scheduled billing dates. Please find the details of your renewal below:

- **Renewal Date:** [Date]
- **Bank Name:** [Bank Name]
- **Account Type:** [Checking/Savings]
- **Last Four Digits of Account:** [####]
- **Frequency:** [Monthly/Quarterly/Annually]

No action is required on your part to maintain this service. Please ensure that sufficient funds are available in your account on the payment dates to avoid any service interruptions or fees.

If you wish to make changes to your banking information or cancel your automatic payment plan, please contact us at [Phone Number] or visit our website at [Website URL] at least [Number] days before your next scheduled payment.

Thank you for your continued business.

Sincerely,

[Your Name/Company Name]  
[Department Name]  
[Contact Information]